

**CLAIM FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES/FOREIGN TRANSFER
ALLOWANCE (SE)**
(ER 55-1-2)

THIS FORM IS FOR USE IN SUMMARIZING AND CLAIMING DAILY ACTUAL SUBSISTENCE EXPENSES INCURRED DURING OCCUPANCY OF TEMPORARY QUARTERS INCIDENT TO A TRANSFER.
SUBMIT WITH TRAVEL VOUCHER OR SUBVOUCHER (DD FORM 1351-2).

EMPLOYEE NAME:	SSN:	GRADE
NEW DUTY STATION:	DATE REPORTED FOR DUTY (New Station)	DATE TQSE BEGAN
DATE VACATED OLD RESIDENCE:	DATE OCCUPIED NEW RESIDENCE:	
EMPLOYEE: _____	EMPLOYEE: _____	
DEPENDENTS: _____	DEPENDENTS: _____	

NAME(S) OF DEPENDENT(S) INCLUDED IN CLAIM <i>(Show only eligible members of family included in travel authorization).</i>

INSTRUCTIONS

ALL EXPENSES WILL BE ITEMIZED AND ONLY ACTUAL EXPENSES CLAIMED. HOME MEAL COST WILL BE ACCUMULATED AND AVERAGED FOR ALL MEALS PREPARED AT HOME.

IF EXPENSES CLAIMED ARE FOR TEMPORARY QUARTERS OCCUPIED AT DIFFERENT LOCATIONS BY THE EMPLOYEE AND DEPENDENT(S) USE SEPARATE EXPENSE ITEMIZATION SHEET FOR EACH LOCATION. TEMPORARY QUARTERS OCCUPIED AT OTHER THAN THE OLD OR NEW DUTY STATION LOCATION REQUIRES APPROVAL BY THE ORDER APPROVING OFFICIAL BASED ON A DETERMINATION THAT SUCH OCCUPANCY IS JUSTIFIED.

IF ANY OTHER CLAIM HAS BEEN MADE FOR TEMPORARY QUARTERS EXPENSES IN CONNECTION WITH THIS POC MOVE, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

IF SEPARATE CLAIM HAS BEEN MADE FOR PCS TRAVEL FROM OLD TO NEW DUTY STATION, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

IF OFFICIAL TEMPORARY DUTY TRAVEL WAS PERFORMED DURING THE TEMPORARY QUARTERS SUBSISTENCE EXPENSE OR FOREIGN TRANSFER ALLOWANCE (SE) REIMBURSEMENT CLAIM PERIOD, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

OCCUPANCY OF PERMANENT QUARTERS OCCURS WHEN THE EMPLOYEE OR ANY MEMBER OF THE FAMILY STARTS OCCUPYING THE PERMANENT QUARTERS.

RECEIPTS ARE REQUIRED FOR QUARTERS EXPENSES, LAUNDRY AND DRY CLEANING COSTS OTHER THAN WHEN COIN OPERATED FACILITIES ARE USED OR ANY SINGLE EXPENSE EXCEEDING \$25.00. IF APPLICABLE, ATTACH COPY OF LEASE.

REMARKS OR EXPLANATIONS

EMPLOYEE SIGNATURE	DATE
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* * TQSE * *

DAILY ITEMIZATION OF EXPENSES CLAIMED

****TQSE****

[illegible]

Show "C" for each Commercial Meal and "H" for each home prepared meal.

1st 30 days

= \$

2nd 30 days
